

MICHIGAN LEADERSHIP DEVELOPMENT PROGRAM

Fall 2003 Executive Office Internship Program

The Office of Governor Jennifer M. Granholm is currently seeking students and recent graduates from all disciplines to apply for Fall 2003 Executive Office Internships. Participants will work within the Governor's Executive Office, gaining exposure to all Divisions within the office. Through meaningful work experience, this opportunity will provide a window through which to view potential careers, as well as insight into the workings of State Government.

Program Guidelines

Openings for both full and part-time internships will become available in early August. The duration of internships, as well as the hours committed per week, will vary according to the needs of the office as well as each candidate's qualifications and availability. Though monetary compensation for fall interns will not be available, participants may be eligible to earn school credit for their participation (depending upon their educational institution).

Positions are primarily based in Lansing; however, limited placements are available in Washington D.C., Detroit, and Marquette. If you are interested in pursuing placement in Washington D.C., Detroit, or Marquette, please visit www.michigan.gov/mldp and click on the "Additional Internships" tab (on the left-hand side of the page) for instructions on how to apply.

The Office of the Governor embraces diversity and does not discriminate on the basis of race, color, gender, national or ethnic origin, religious affiliation, sexual orientation, or physical ability. The Office of the Governor and the State of Michigan are equal opportunity employers.

Overview of Application Process

To apply, interested candidates must complete the Fall 2003 Executive Office Internship Application. Applications are available online at www.michigan.gov/mldp. Applicants also must send a copy of their resume and a 3-5 page writing sample to the Internship Program Director along with their completed application.

All application materials should be sent directly to **Operations Division, P.O. Box 30013, Lansing, Michigan, 48909, Attn: Internship Program Director**. If you have any questions, need more information, or wish to request a reasonable accommodation, please call 517-373-3400 or fax 517-335-0118 between 8:30 a.m. and 5:00 p.m.; Monday through Friday.

Rolling Admissions Policy

Applications for Fall 2003 Executive Office Internships are reviewed on a rolling basis. As soon as an application is complete, it is reviewed. This means that candidate selection decisions are made quickly. Consequently, we encourage you to apply as soon as possible.

Candidates will be notified as to the status of their application (whether they will be invited to interview or not) after their submissions have been processed. After completion of candidate interviews, invitations to join the Executive Office Internship Program will be extended.